

Board of Education

Regular Public Meeting

December 3, 2019



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

School District No. 57 (Prince George)

BOARD OF EDUCATION

CHARTER

Our mission, as a Board of Education, is to create a culture of trust and integrity by adhering to the highest standards of ethical behaviour and fiduciary responsibility.

We, the Board of Education, individually and collectively, in the conduct of our duties, will be:

- Transparent
- Open-minded
- Consultative
- Committed
- Respectful of Diversity

BOARD OF EDUCATION AND SENIOR ADMINISTRATION

GUIDING PRINCIPLES

The Board of Education and senior administration believe we are accountable to the families and communities we serve. We respect their diversity and support their involvement.

We further believe that all children can learn, achieve and succeed, and that by working together with our employees, students, parents, and our communities, we will enable our students to reach their greatest academic potential.

We believe our students have the right:

- To a safe and respectful learning environment.
- To be valued.
- To have the opportunity to explore and develop their potential.
- To have their intellectual, emotional, physical and social needs met

We also believe that with these rights come responsibilities with respect to their school, classroom and work habits.

We believe our employees have the following rights and responsibilities:

- To be treated fairly and work in a safe environment.
- To be respected, trusted, included and valued.
- To explore, collaborate and develop to their potential.
- To treat others fairly, work cooperatively, and create a safe working and learning environment.

Together, we affirm that these guiding principles provide the foundation for the decisions we make in School District No. 57.

BOARD OF EDUCATION
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)
REGULAR PUBLIC MEETING
6:00 p.m., Tuesday, December 3, 2019
Boardroom – 2100 Ferry Avenue

A G E N D A

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **PUBLIC INPUT**

Thirty minutes maximum; limit of five minutes per speaker

4. **SCHOOL DISTRICT NEWS**

5. **MINUTES OF PREVIOUS MEETINGS**

5.1 Regular Public Meeting of October 29, 2019 Page 1

5.2 Inaugural Meeting of November 6, 2019 Page 8

5.3 Record of Minutes of Regular In Camera Meeting of
October 29, 2019 and Special In Camera Meetings of
October 29, November 6 and 14, 2019. Page 11

6. **PRESENTATION**

6.1 PG Retired Teachers' Education Heritage Committee

7. **OLD BUSINESS**

- 8. **BUSINESS ARISING FROM THE MINUTES**
 - 8.1 Trustee Committee and Liaison Appointments (T. Bennett) Page 12
 - 8.2 Catchment, Capacity and Programs – September 2019-2020 and Subsequent Years - Grandfathering of Siblings (S. Warrington) Page 13
 - 8.2.1 Spruceland Elementary School Page 27
 - 8.2.2 Edgewood Elementary School Page 29
 - 9. **MANAGEMENT AND FINANCE COMMITTEE**
 - 9.1 Committee Report (S. Warrington) Page 31
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 - 10. **EDUCATION SERVICES COMMITTEE**
 - 10.1 Committee Report (R. Polillo) Page 36
 - 10.2 2019 – 2020 Enrolment Summary Page 38
 - 10.3 Catchment and Capacity Review Stakeholder Advisory Committee
 - 10.3.1 Terms of Reference Page 39
 - 11. **EDUCATION PROGRAMS AND PLANNING COMMITTEE**
 - 11.1 Committee Report (T. Derrick) Page 42
 - 12. **DISTRICT ADMINISTRATION REPORTS**
 - 12.1 Superintendent of Schools
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13. TRUSTEE REPORTS

- | | | |
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| 13.1 | BC School Trustees' Association (R. Polillo) | Page 44 |
| 13.2 | District Parent Advisory Council (S. Valimohamed) | Page 45 |
| 13.3 | District Student Advisory Council (R. Polillo) | Page 46 |
| 13.4 | Liaison Updates | |
| 13.4.1 | Trustee Bennett | Page 47 |
| 13.4.2 | Trustee Polillo | Page 49 |
| 13.4.3 | Trustee Valimohamed | Page 50 |

14. NEW BUSINESS**15. CORRESPONDENCE**

- | | | |
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| 15.1 | Letter of Support to Carrier Sekani Family Services
regarding the development of a First Nations Child and
Youth Advocacy Centre in Northern British Columbia | Page 51 |
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16. ADJOURNMENT**UPCOMING MEETINGS:**

Education Services Committee – January 13, 2020
Management and Finance Committee – January 20, 2020
Education Programs and Planning Committee – January 21, 2020
Public Board Meeting – January 28, 2020

DRAFT
Minutes
Regular Public
Meeting

Board of Education
School District No. 57 (Prince George)
2100 Ferry Avenue, Prince George, B.C.

2019.10.29
6:00 p.m.

Present:

Tim Bennett, Chair
Sharel Warrington, Vice-Chair
Betty Bekkering, Trustee
Trent Derrick, Trustee
Ron Polillo, Trustee
Bob Thompson, Trustee
Shuirose Valimohamed, Trustee

Rod Allen, Superintendent of Schools
Darleen Patterson, Secretary Treasurer
Diane Nygaard, Executive Assistant (Recorder)

1. **CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

2. **APPROVAL OF AGENDA**

Corrections:

Trustee Derrick will provide the Education Programs and Planning Committee report.

The agenda was approved as amended.

3. **PUBLIC INPUT**

Cassandra Malfair, parent of a Edgewood Elementary student and a Duchess Park Secondary student, expressed concerns regarding the proposed catchment boundary change for DP Todd Secondary School and Duchess Park Secondary School commencing 2020/2021. Ms. Malfair stated specific concerns regarding the accommodation of French Immersion Programming and Franco-Nord students at Duchess Park Secondary School.

Andrew McLellan, parent, expressed concerns regarding the proposed catchment boundary change for DP Todd Secondary School and Duchess Park Secondary School commencing 2020/2021. Mr. McLellan stated specific concerns regarding the process and feedback of the public information sessions and the accommodation of French Immersion Programming and Franco-Nord students at Duchess Park Secondary School.

Trudy Klassen shared her opinions.

Joanne Hapke representing the Prince George District Teachers' Association, stated she is a proud leader and was devastated by the previous comments made at this evening's meeting. Ms. Hapke submitted a written report to the Board.

Trudy Klassen representing the District Parents Advisory Council commented on the public information sessions held at Edgewood and Spruceland Traditional Elementary Schools, vaping in schools and catchment and capacity in the school district.

4. **SCHOOL DISTRICT NEWS**

The Board Chair reported that Anita Richardson, newly appointed Superintendent of Schools will assume the position in the New Year. Mr. Bennett noted that Ms. Richardson will be visiting the school district and will be in attendance at the Board's Inaugural Meeting.

The Board Chair announced that the school district has joined Facebook and encouraged the public to like and subscribe to the page.

Trustee Polillo provided comments regarding the recent celebration of the 40 year anniversary of Malaspina Elementary School.

Trustees Warrington and Bekkering expressed gratitude for the proud work of school district teachers, support staff, principals and vice principals in support of a positive social and emotional environment.

Trustee Thompson commented on the positive feedback from students regarding the installation of the new playground at Valemount Elementary School.

5. **MINUTES OF PREVIOUS MEETINGS**

5.1 Regular Public Meeting of September 24, 2019

The minutes of the regular public meeting of September 24, 2019 were adopted as published.

5.2 Record of In Camera Meeting Minutes

The report on the items discussed and decisions made at the regular in camera meeting of September 24, 2019 and the special in camera meetings of October 8, 9 and 15, 2019 were approved.

6. **OLD BUSINESS**

None.

7. **BUSINESS ARISING FROM THE MINUTES**

7.1 Catchment, Capacity and Programs – September 2019-2020 and Subsequent Years

7.1.1 Spruceland Elementary School

The Board Chair reviewed the recommendation and rationale that was included in the agenda package.

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

That commencing in the 2020/2021 school year the secondary catchment boundary for DP Todd Secondary School and Duchess Park Secondary School be revised such that Spruceland Traditional Elementary School be removed from the Duchess Park Secondary School catchment and included in the DP Todd Secondary School catchment.

CARRIED

7.1.2 Edgewood Elementary School

The Board Chair reviewed the recommendation and rationale that was included in the agenda package.

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

That commencing in the 2020/2021 school year the secondary catchment boundary for DP Todd Secondary School and Duchess Park Secondary School be revised such that Edgewood Elementary School be removed from the Duchess Park Secondary School catchment and included in the DP Todd Secondary School catchment.

The motion was amended to as follows:

AMENDED, MOVED and SECONDED

That commencing in the 2020/2021 school year the secondary catchment boundary for DP Todd Secondary School and Duchess Park Secondary School be revised such that Edgewood Elementary School *catchment* be removed from the Duchess Park Secondary School catchment and included in the DP Todd Secondary School catchment.

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

To postpone the decision regarding this item to the regular public meeting of December 3, 2019 to allow staff to provide the additional answers to the questions raised at this evening's meeting.

DEFEATED

The discussion returned to the original amended motion, and it was CARRIED.

Trustee Warrington provided a Notice of Motion for the December 3, 2019 regular public meeting regarding grandfathering sibling priority for Spruceland Traditional and Edgewood Elementary Schools.

A recess was called at 8:00 p.m. and the meeting reconvened at 8:05 p.m.

8. MANAGEMENT AND FINANCE COMMITTEE

8.1 Committee Report

Trustee Warrington reviewed and discussed the October 2019 Management and Finance Committee that was included in the agenda package.

The Secretary Treasurer advised that the Funding Model Working Group Reports noted in the Committee Report are available on the Ministry of Education's website.

MOVED and SECONDED

That the report of the Management and Finance Committee meeting held on October 21, 2019 be received.

CARRIED

9. EDUCATION SERVICES COMMITTEE**9.1 Committee Report**

Trustee Polillo reviewed the October 2019 Education Services Committee Report that was included in the agenda package.

MOVED and SECONDED

That the report of the Education Services Committee meeting held on October 7, 2019 be received.

CARRIED

10. EDUCATION PROGRAMS AND PLANNING COMMITTEE**10.1 Committee Report**

Trustee Derrick reviewed the October 2019 Education Programs and Planning Committee Report that was included in the agenda package.

Trustee Derrick advised the committee also received a PowerPoint presentation on the 2018-2019 Framework for Enhancing Student Learning. The committee was advised that the Framework is in transition and that further updates will be provided to the committee in January 2020.

MOVED and SECONDED

That the report of the Education Program and Planning Committee meeting held on October 22, 2019 be received.

CARRIED

11. DISTRICT ADMINISTRATION REPORTS**11.1 Superintendent of Schools**

The Superintendent expressed confidence and admiration of the professionalism of the teachers in the school district.

12. TRUSTEE REPORTS**12.1 Aboriginal Education Committee**

Trustee Warrington reviewed the report of the Aboriginal Education Committee meeting held on October 7, 2019 that was included in the agenda package.

Ms. Warrington provided an overview of the books that the Aboriginal Education Book Club will be discussing and noted that the group will meet on November 7th. An open invitation was extended to all Trustees to attend.

12.2 BC School Trustees' Association

Trustee Polillo provided an overview the BC School Trustees' Association Provincial Council meeting held in Vancouver on October 25-26, 2019.

The Board Chair provided an overview of the BCSTA Meeting of Board Chairs held on October 17, 2019 and the Ministry of Education Joint Partners Liaison Meeting held on October 18, 2019 in Richmond.

12.3 District Parent Advisory Council

Trustee Thompson reviewed the report on the District Parent Advisory Council meeting held on October 7, 2019 that was provided as a handout.

Questions from DPAC included:

- Insurance Forms/Checklists
- Childminding at Parent Advisory Council Meetings
- Catchment and Capacity
- Email Accounts for Parent Advisory Councils

12.4 District Student Advisory Council

Trustee Polillo reviewed the District Student Advisory Council report that was included in the agenda package. Mr. Polillo corrected that their next meeting is scheduled for November 4, 2019.

12.5 Liaison Updates

12.5.1 Trustee Bekkering

Trustee Bekkering reviewed the Trustee Liaison update that was included in the agenda package.

12.5.2 Trustee Bennett

Trustee Bennett drew attention to the Trustee Liaison update that was included in the agenda package.

12.5.3 Trustee Polillo

Trustee Polillo reviewed the Trustee Liaison update that was included in the agenda package.

Trustee Warrington provided a verbal Trustee Liaison update that included an overview of the various meetings and events Ms. Warrington participated in during the past month.

Trustee Derrick provided a verbal Trustee Liaison update that included an overview of the various meetings and events Mr. Derrick participated in during the past month.

13. **NEW BUSINESS**

13.1 Inaugural Meeting of the Board of Education, November 6, 2019 at 5:00 p.m.

The Board Chair indicated that Bylaw No. 1 stated that the inaugural meeting of the Board shall be held each year on the first Tuesday after the first Monday in November. Mr. Bennett stated that Anita Richardson, newly appointed Superintendent of Schools will be visiting the school district on November 6 – 8, 2019 and advised that the Board wishes to reschedule the 2019 Inaugural meeting align with Ms. Richardson's scheduled visit.

MOVED and SECONDED

That the 2019 Inaugural Meeting of the Board be held on Wednesday, November 6, 2019 beginning at 5:00 p.m.

CARRIED

14. **CORRESPONDENCE**

Trustee Bennett drew the Board's attention to the following letters that were included in the agenda package:

- Letter from School District No. 61 (Greater Victoria) dated September 20, 2019 regarding a Climate Action Plan
- Letter of Support from the Board of Education to the First Peoples Cultural Council regarding the Dakelh Language Program

15. **ADJOURNMENT**

The meeting adjourned at 7:47 p.m.

Chairperson

Secretary Treasurer

DRAFT
Minutes
Inaugural
Meeting

Board of Education
School District No. 57 (Prince George)
2100 Ferry Avenue, Prince George, B.C.

2019.11.06
5:00 p.m.

Present:

Betty Bekkering, Trustee
Tim Bennett, Trustee
Trent Derrick, Trustee
Ron Polillo, Trustee
Bob Thompson, Trustee
Sharel Warrington, Trustee
Shuirose Valimohamed, Trustee

Rod Allen, Superintendent of Schools
Darleen Patterson, Secretary Treasurer
Diane Nygaard, Executive Assistant (Recorder)

In attendance:

Chief Clayton Pountney, Lheidli T'enneh First Nation
Kenora Stewart, Elder, Lheidli T'enneh First Nation

1. **CALL TO ORDER**

Superintendent Rod Allen called the meeting to order at 5:01 p.m.

2. **GREETINGS AND WELCOME**

Kenora Stewart, Elder, Lheidli T'enneh First Nation provided an opening prayer.

Chief Clayton Pountney, Lheidli T'enneh First Nation provided a welcome to the traditional territory.

MOVED and SECONDED
Approval of the agenda as published.
CARRIED

3. **ELECTION OF CHAIRPERSON**

The Superintendent called for nominations for chairperson.

Ms. Warrington nominated Mr. Bennett, who accepted the nomination.

The Superintendent called twice more for nominations and, hearing none, declared Mr. Bennett elected by acclamation.

Mr. Bennett took the chair.

4. **ELECTION OF VICE-CHAIRPERSON**

Mr. Bennett called for nominations for vice-chairperson.

Ms. Valimohamed nominated Mr. Polillo, who accepted the nomination.

Ms. Bekkering nominated Mr. Derrick, who accepted the nomination.

Mr. Bennett called for a second time for nominations for vice chair.

Ms. Polillo nominated Ms. Warrington, who accepted the nomination.

Mr. Bennett called for a third time for nominations.

Mr. Derrick, Mr. Polillo and Ms. Warrington each spoke briefly about their reasons for accepting the nominations.

Mr. Allen, Ms. Patterson and Ms. Nygaard conducted an election by secret ballot.

The Superintendent reported the results declaring Mr. Derrick elected.

MOVED and SECONDED

That the ballots be destroyed.

CARRIED

5. **ELECTION OF BCSTA PROVINCIAL COUNCILLOR**

Mr. Bennett called for nominations for BCSTA Provincial Councillor.

Ms. Derrick nominated Mr. Polillo, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Mr. Polillo elected by acclamation.

6. **ELECTION OF AN ALTERNATE BCSTA PROVINCIAL COUNCILLOR**

Mr. Bennett called for nominations for an alternate BCSTA Provincial Councillor.

Ms. Polillo nominated Ms. Valimohamed, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Ms. Valimohamed elected by acclamation.

7. **ELECTION OF REPRESENTATIVE TO THE B.C. PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

Mr. Bennett called for nominations for representative to the B.C. Public School Employers' Association.

Ms. Warrington nominated Ms. Bekkering, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Ms. Bekkering elected by acclamation.

8. **ELECTION OF AN ALTERNATE REPRESENTATIVE TO THE B.C. PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

Mr. Bennett called for nominations for an alternate representative for the B.C. Public School Employers' Association.

Ms. Warrington nominated Ms. Thompson, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Mr. Thompson elected by acclamation.

9. **ADJOURNMENT**

The meeting adjourned at 5:26 p.m.

Chairperson

Secretary Treasurer

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

RECORD PURSUANT TO SECTION 72 OF THE SCHOOL ACT

MATTERS DISCUSSED AND DECISIONS REACHED AT THE SPECIAL AND
REGULAR IN CAMERA MEETINGS HELD SINCE THE LAST SUCH REPORT

October 29, 2019 Regular In Camera Meeting

1. Adoption of the minutes of the regular in camera meeting of September 24, 2019.
2. Adoption of the minutes of the special in camera meeting of October 8, 2019.
3. Adoption of the minutes of the special in camera meeting of October 15, 2019.
4. Discussion and decision regarding a personnel matter.
5. Receipt of a personnel update.
6. Receipt of an update regarding the 2019-2020 Enrolment Summary.
7. Receipt of a British Columbia Public Schools Employers' Association update.

The meeting was called to order at 4:01 p.m. and adjourned at 4:46 p.m.

November 6, 2019 Special In Camera Meeting

1. Receipt of an British Columbia Public Schools Employers' Association Bargaining Update.

The meeting was called to order at 4:10 p.m. and adjourned at 4:46 p.m.

November 14, 2019 Special In Camera Meeting

1. Motion to waive written notice.
2. Discussion and decision regarding a personnel matter.
3. Receipt of an update from the Superintendent regarding a personnel matter.

The meeting was called to order at 4:10 p.m. and adjourned at 4:45 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Tim Bennett, Board Chair

SUBJECT: **TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS**

RECOMMENDATION

That Bylaw 1, 2.9 be waived and the December 2018 Trustee Committee and Liaison Appointments remain in effect until the completion of the school district's policy review and adoption a revised policy manual.

RATIONALE:

1. Bylaw 1, 2.9 provides that the Committee and Liaison appointments shall be subject to the approval of the Board at the next regularly scheduled Board Meeting following the Inaugural Meeting.
2. The Board of Education entered into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies in July 2019 and the policy review is currently in progress. The structure of the Trustee Committee and Liaison Appointments are included within the policy review.
3. The Board of Education wishes to waive Bylaw 1, 2.9 by continuing with the existing Trustee Committee and Liaison Appointment to allow the completion of the school district's policy review.
4. Upon the completion of the school district's policy review and the adoption of the revised policy manual, the Board of Education will review and revise the Trustee Committee and Liaison Appointments as appropriate for approval.



BOARD OF EDUCATION
School District No. 57
 2100 Ferry Avenue
 Prince George, B.C. V2L 4R5
 (250) 561-6800

POLICY 5119

SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

APPROVED: 2003.02.25

REVISED: 2004.02.24
 2004.03.30
 2007.06.26
 2008.04.29
 2011.01.25
 2011.02.08
 2011.03.29
 2011.06.28
 2012.02.21
 2014.10.28

POLICY

Every school and program in School District No. 57 will have a designated catchment area. There will be provisions to enable students to transfer to another school.

DEFINITIONS:

"Catchment area" means the geographical area established by the Board as the attendance area for a school or a school program. The Board of Education recognizes two types of catchment areas:

1. The catchment area for a regular program is a geographic attendance area identified by the Board.
2. The catchment area for a choice program or school, distance education, continuing education and district alternative programs is the entire school district.

"Catchment area child" means a person of school age residing in a catchment area of a school.

"Choice programs" are the district's French Immersion, Aboriginal, Montessori and Traditional programs or any program approved in accordance with Policy 6172 (Establishment of Choice Programs and Schools). A choice program may be offered as the only option in a school (a "choice school") or in a dual-track model in a school that also offers a regular program.



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

“Choice school” is a school that offers a choice program as its only option.

“Enrolment capacity” is the number of student spaces available within a school or program.

“Non-catchment area child” means a person of school age who resides in School District No. 57 but not in the catchment area of the school.

“Non-school district child” means a person of school age who is resident in B.C. but not resident in School District No. 57.

“Ordinarily resident” means a resident of the school district. For the purposes of this policy, a student’s residency is determined as of the date that his or her registration or transfer request is submitted to the district.

“Previous school year” means the school year previous to the school year for which the person is applying to enrol in an educational program.

“Projected enrolment” is the expected student enrolment at a school as approved annually by the Superintendent of Schools or his designate.

“Regular program” is the regular curriculum offered by most district schools, without a unique or significant focus that makes it different from other schools.

“School district child” means a catchment area child or a non-catchment area child ordinarily resident in School District No. 57.

“Sibling” means the brother, sister, stepbrother or stepsister of, or a foster child living in the same home as, a child registered in a district school.

“Transfer capacity” is the enrolment capacity minus the projected enrolment, with allowance being made for students who move into the school’s catchment area.

Responsibility Centre: Superintendent of Schools
References: *School Act*, Sections 2, 74, 75, 82 and 85



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

PREAMBLE

The intent of this policy is to provide a balance between school organization based upon designated catchment areas and parental choice in the selection of a preferred school for their children, consistent with the provisions of the *School Act*.

Approved: 2003.02.25

Revised: 2007.06.26



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

REGULATIONS:1. General

- 1.1 The Board will make available an educational program to all persons of school age who are ordinarily resident in the district.
- 1.2 If there is sufficient space available, as determined by relevant legislation and district policy, students may transfer from one school to another in accordance with district processes and procedures.
- 1.3 The Board may assign and reassign students to specific schools.
- 1.4 Each school offering the regular program will have a designated catchment area.
- 1.5 The catchment area for choice programs and choice schools, distributed learning, continuing education and district alternative programs is the entire school district.
- 1.6 Every reasonable attempt will be made to accommodate students at the school serving the catchment area in which they reside.
- 1.7 If space is not available for student wishing to attend the regular program at the school serving the catchment area in which he or she lives, the principal will find a space for the student in a neighbouring school. Transportation support may be provided, if required, in accordance with Policy 3541 (Student Transportation – Home and School).
- 1.8 Students may attend the regular program at a school other than their catchment area schools, as per the terms of this policy, if space is available. Students may attend any choice program or choice school in the school district, in accordance with the terms of this policy, if space is available.
- 1.9 The parents or guardians of a non-catchment area child or a child registered in a choice program shall assume full responsibility for the transportation of the child to and from school and any related extra supervision requirements, in accordance with Policy 3541 (Student Transportation, Home and School). The Board shall incur no additional costs as a result of such registration or the approval of any transfer application.
- 1.10 Once a transfer is approved by the district and a student has transferred, the student becomes a student of that school and is entitled to attend it for the duration of his or her elementary or secondary program, unless



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

that privilege is revoked in accordance with Board policy. Parents wishing the return of their child to the previous school must apply for a transfer using the district's transfer process. However, once granted a transfer, a student may not transfer to any other school for at least one school year.

- 1.11 Catchment boundaries will be reviewed by the Education Services Committee as required.
- 1.12 Appeals of decisions made with regard to this policy are governed by Bylaw No. 4.

2. Registration and Transfer Priorities

When there is insufficient space available in a school or program for all students who wish to attend that school or program, the following will be the order in which students are accepted:

2.1 Kindergarten

- 2.1.1 Siblings of catchment area children who, in the previous year, attended the school in question and who will be attending the school in the following year.
- 2.1.2 If there are more siblings than can be accommodated, priority will be established based on a lottery.
- 2.1.3 If siblings can be accommodated and there are more new registrations who do not have siblings in the school than can be accommodated, priority will be established based on a lottery.

2.2 Choice Programs

2.2.1 Kindergarten

- a) A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- b) A school district child.
- c) A non-school district child.
- d) If there are more students in a priority category than can be accommodated in any program, priority will be established based on a lottery.



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

2.2.2 Grades 1-12

- a) A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- b) A school district child.
- c) A non-school district child.
- d) If there are more students in a priority category than can be accommodated in any program, priority will be established based on the date and time of registration.

2.3 Transfers

- 2.3.1 A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- 2.3.2 A school district child.
- 2.3.3 A non-school district child.
- 2.3.4 If there are more students in a priority category than can be accommodated in any program, priority will be established based on the date and time of application.

3. Elementary to Secondary Transition

- 3.1 An elementary student who attends the regular program offered in the school serving the catchment area in which the student resides is entitled to attend the regular program offered at the secondary school serving that catchment area.
- 3.2 A student attending a regular program in an elementary school outside his or her catchment area, when moving from elementary to secondary school is entitled to attend either:
 - 3.2.1 The secondary school serving the catchment area in which the student resides, or
 - 3.2.2 The secondary school to which his or her current school is linked.



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

3.3 A student in a choice program moving from elementary to secondary school is entitled to attend either:

3.3.1 The secondary school serving the catchment area in which the student resides, or

3.3.2 The secondary school to which his or her school or program is linked.

Approved: 2003.02.25

Revised: 2004.02.24, 2004.03.30, 2007.06.26, 2008.04.29, 2011.01.25, 2011.06.28, 2012.02.21, 2014.10.28



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

ADMINISTRATIVE PROCEDURES:1. General

- 1.1 Catchment area maps will be available to the public on the district's website at www.sd57.bc.ca.
- 1.2 For each school year, the Assistant Superintendents will establish dates defining the start and end of the Kindergarten registration process. Different dates may be set for different educational programs or schools.
- 1.3 Prior to the start of Kindergarten registration and the transfer process each year, parents/guardians will be made aware of this policy through school newsletters, the media and other forms of communication.

2. Registration2.1 Kindergarten

- 2.1.1 Kindergarten registrations must be submitted using the electronic application on the school district's website www.sd57.bc.ca. Application information will be posted on the website prior to the commencement of the registration period. The information will also be available in paper format at any school in the district. For parents who do not have access to the Internet, registration may be done in person by submitting a paper registration form and requesting that school office staff enter the provided information into the online registration application.
 - a) A birth certificate, B.C. Care Card or B.C. Services Card and proof of residence must be provided to the school within one week after the end of the registration period
- 2.1.2 Kindergarten students who wish to attend a regular program are required to register at the school serving the catchment area in which they live. Proof of residence is required.
- 2.1.3 Kindergarten students who wish to attend the regular program offered in a school other than the school serving the catchment area in which they live must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process.
- 2.1.4 At 4:00 p.m. one week following registration day, the principal of the school will determine if all of the students who have registered can be accommodated in the school. If more students have



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

registered than can be accommodated, students will be accepted in the priority order established in Regulation 2.

- 2.1.5 If a lottery is required, the principal of the school and the chairperson of the school's parent advisory council, or designate, will at that time conduct it as follows:
- a) The names of all students in the priority category will be placed in an envelope or other suitable receptacle. The names of multiple children of the same age from the same family will be recorded together on one piece of paper.
 - b) The names will be drawn one at a time and recorded on a list in the order drawn. This list will establish the order in which registrations are accepted.
 - c) If there is not sufficient space to accommodate multiple children of the same age from the same family, their parents will have the option of accepting spaces for individual children.
 - d) Those names on the list whose registrations are not accepted will become the wait list.
 - e) Parents will be informed regarding registration acceptance or wait list status as soon as possible following the draw and prior to the start of the school district's transfer process.

2.2 Grades 1-12

- 2.2.1 Students who wish to attend a regular program are required to register in the school serving the catchment area in which they live. Proof of residence is required. If there are more students than can be accommodated, then priority will be established based on the date and time of registration.
- 2.2.2 Students who wish to attend the regular program offered in a school other than the school serving the catchment area in which they live must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process.



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

2.2.3 Students wishing to register in a choice program may do so. Acceptance into a choice program will be dependent on two factors:

- a) Program criteria.
- b) Available space.

2.2.4 If there are more students registered in a choice program than can be accommodated, students will be accepted in the priority order established in Regulation 2.

3. Mid-Year Registrations

3.1 Students who wish to register for a regular program outside of the designated registration period may register at either the school serving the catchment area in which they live or at a choice program or school.

3.1.1 If no space is available in the catchment area school, the principal will find a space for the student in a neighbouring school.

3.2 Students who wish to register outside of the designated registration period at a school other than the school serving their catchment area must register at their catchment area school and request the principal's assistance in arranging a transfer (a principal-to-principal transfer).

4. Transfers

4.1 Annually, the total enrolment and/or program enrolment capacity within each school will be determined by the Superintendent of Schools or his designate.

4.2 After the school's enrolment capacity has been determined, the transfer capacity will be set. Allowance will be made for students who move into the school's catchment area after the out-of-catchment area transfers are complete.

4.3 Students who wish to attend the regular program offered in a school other than the school serving the catchment area in which they live must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process.

4.4 All transfer applications must be submitted using the electronic application available through the school district's website at www.sd57.bc.ca. Application details will be available on the website and will be available in paper format from district schools.



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

- 4.5 Transfer applications may be made in person at any district school office by requesting that office staff enter the provided information onto the on-line application form.
- 4.6 Regardless of who enters the information or how the website is accessed, the electronic application assigns a date and time received to each application. It is the responsibility of applicants to retain their on-line application confirmation number as proof of application. Information entered on the on-line application form is subject to audit. The presence of inaccurate information invalidates the application.
- 4.7 Transfer requests will be reviewed at the conclusion of the transfer process and parents/ guardians will be notified as to the status of their request by March 30. Those not accommodated will be placed on a wait list in the category and date/time order submitted, for consideration in September when actual enrolments are known. Parents/guardians of students placed on a wait list for September will be contacted no later than the Monday following the start of school in September if space exists for their child's transfer. Applications entered into the district's on-line registry will be shared with both the catchment area school and the requested school.
- 4.8 If more than one transfer application for a student is present, the application with the most recent date and time shall be the active application, and previous applications will be considered as cancelled. Only one school may be requested on each active application.
- 4.9 If space is available in a school or a program, students whose transfer applications were received by the date established will be accepted in the priority order established in Regulation 2.
- 4.10 Principals will inform all students transferring to a secondary school outside their catchment area, and their parents, of the effect that BC School Sports regulations may have on their eligibility to participate in provincial school sports events and of their right to appeal to BC School Sports regarding any decisions affecting their athletic eligibility.
- 4.11 Mid-Year Transfers
- 4.11.1 Students who wish to transfer to another school outside of the time set aside for the transfer process must request their principal's assistance in arranging a transfer (a principal-to-principal transfer).



SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

4.12 School-Initiated Transfers

4.12.1 A principal, after consulting with and obtaining the agreement of the principal of another school, may transfer a student to another school, at any time in the school year, in consideration of the following:

- a) Medical reasons.
- b) Compassionate grounds.
- c) Disciplinary reasons.
- d) The best interests of the student or other students in the school.
- e) There is not space for new registrants at the school.

4.12.2 Before transferring a student, the principal shall discuss the situation with the parents/guardians of the student.

4.12.3 Where necessary, the Assistant Superintendent may become involved in a school-initiated transfer and make the final decision on the transfer.

Approved: 2003.02.25

Revised: 2004.02.24, 2007.06.26, 2008.04.29, 2011.01.25, 2011.02.08, 2014.10.28



APPENDIX

POLICY 5119

SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERSSCHOOL FAMILIESCollege Heights Secondary School

Beaverly Elementary School
 College Heights Elementary School – English program
 Malaspina Elementary School
 Southridge Elementary School
 Vanway Elementary School

Duchess Park Secondary School

École Lac des Bois
 Edgewood Elementary School
 Harwin Elementary School
 Ron Brent Elementary School
 Spruceland Traditional Elementary School
 College Heights Elementary School– French Immersion program
 Heather Park Elementary School – French Immersion program

Kelly Road Secondary School

Glenview Elementary School
 Hart Highlands Elementary School
 Heather Park Elementary School – English program
 Nukko Lake Elementary School
 Springwood Elementary School

Prince George Secondary School

Blackburn Elementary School
 Buckhorn Elementary School
 Giscome Elementary School
 Hixon Elementary School
 Nusdeh Yoh Elementary School
 Peden Hill Elementary School
 Pineview Elementary School
 Pinewood Elementary School
 Polaris Montessori Elementary School
 Van Bien Elementary School
 Westwood Elementary School

D.P. Todd Secondary School

Foothills Elementary School
 Heritage Elementary School
 Quinson Elementary School



APPENDIX

POLICY 5119

SCHOOL CATCHMENT AREAS, REGISTRATION AND STUDENT TRANSFERS

Mackenzie Secondary School

Morfee Elementary School

McBride Secondary School

McBride Centennial Elementary School

Valemount Secondary School

Valemount Elementary School

Approved: 2012.01.17

Revised: 2014.10.28



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Warrington

SUBJECT: **SPRUCELAND TRADITIONAL ELEMENTARY SCHOOL –
SEPTEMBER 2019 AND SUBSEQUENT YEARS –
GRANDFATHERING OF SIBLING TRANSITION PROCESS FROM
GRADE 7 TO 8**

RECOMMENDATION

That the transition process, beginning September 2020 for grade 7 students currently attending Spruceland Traditional Elementary School, entitles students, who at the time of transition have siblings enrolled in grades 8 – 12 in the regular program at Duchess Park Secondary School, to transition to the regular program offered at Duchess Park Secondary School.

RATIONALE:

The Board of Education's decision to move Spruceland Traditional Elementary School from the Duchess Park Secondary Family of Schools into the DP Todd Family of Schools impacts families who do not reside in the Duchess Park Secondary School Catchment area and who have a sibling or siblings who attend Duchess Park Secondary School regular program.

Spruceland Traditional is a choice school. "The catchment area for a choice program or school is the entire school district." Under Policy 5119, a student in a choice program moving from elementary to secondary school is entitled to attend either: the secondary school serving the catchment area in which the student resides or the secondary school to which his or her school or program is linked."

Effective September 2020, if a Spruceland Traditional Elementary School grade 7 student does not live in the Duchess Park Secondary Catchment Area, the student must either transition to DP Todd Secondary School or to a secondary school serving the catchment area in which they live as per Policy 5119 Regulation 3, this requirement could potentially separate siblings.

3. Elementary to Secondary Transition

- 3.1. *An elementary student who attends the regular program offered in the school serving the catchment area in which the student resides is entitled to attend the regular program offered at the secondary school serving that catchment area.*
- 3.2. *A student attending a regular program in an elementary school outside his or her catchment area, when moving from elementary to secondary school is entitled to attend either:*
 - 3.2.1. *The secondary school serving the catchment area in which the student resides, or*
 - 3.2.2. *The secondary school to which his or her current school is linked.*

In order for a Spruceland Traditional Elementary grade 7 student to attend the same school as their sibling at Duchess Park Secondary School, the family would need to follow Policy 5119, Administrative Procedure 4: Transfers, 4.3 through to 4.10.

The transfer process lacks certainty and is both time sensitive and complex. Beginning with regulation 4.3 they **"... must first register in the school serving their catchment area and then apply for a transfer through the school district's transfer process."** 4.7 states, "... at the conclusion of the transfer process parents /guardians will be notified as to the status of their request by March 30. Those not accommodated will be placed on a wait list in the category and date/time order submitted, for consideration in September when actual enrolments are known....." Regulation 4.9 states, **"If space is available in a school or program**, students whose transfer applications received by the date established will be accepted in priority order established in Regulation 2."

Regulation 2.2
Grades 1-12

- a) A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.
- b) A school district child.
- c) A non-school district child.
- d) If there are more students in a priority category than can be accommodated in any program, priority will be established based on the date and time of registration.

Recognizing that Duchess Park Secondary School is currently over capacity, this transfer process which is both time sensitive and complex, further compromises families and their ability to have their children attend the same school.

For grade 7 students attending Spruceland Traditional Elementary School who at the time of transition have siblings in the grades 8 – 12 regular program at Duchess Park Secondary School, the proposed transition recommendation allows for siblings to attend the same school and provides a student and their family with the certainty of a smooth transition from grade 7 to 8.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Warrington

SUBJECT: **EDGEWOOD ELEMENTARY SCHOOL CATCHMENT AREA –
SEPTEMBER 2019 AND SUBSEQUENT YEARS –
GRANDFATHERING OF SIBLING TRANSITION PROCESS FROM
GRADE 7 TO 8**

RECOMMENDATION

That the transition process, beginning September 2020 for grade 7 students currently attending Edgewood Elementary School, entitles students, who at the time of transition have siblings enrolled in grades 8 – 12 in the regular program at Duchess Park Secondary School to transition to the regular program offered at Duchess Park Secondary School.

RATIONALE:

The Board of Education's decision to change the Edgewood catchment from Duchess Park Secondary School catchment to DP Todd Secondary School catchment impacts families who have a sibling or siblings who currently attend the Duchess Park Secondary School regular program and who under the catchment change would be required to have their grade 7 child transition into grade 8 at DP Todd Secondary as per Policy 5119 Regulation 3 Elementary to Secondary Transition. This requirement could potentially separate siblings.

3. Elementary to Secondary Transition

- 3.1. *An elementary student who attends the regular program offered in the school serving the catchment area in which the student resides is entitled to attend the regular program offered at the secondary school serving that catchment area.*
- 3.2. *A student attending a regular program in an elementary school outside his or her catchment area, when moving from elementary to secondary school is entitled to attend either:*
 - 3.2.1. *The secondary school serving the catchment area in which the student resides, or*
 - 3.2.2. *The secondary school to which his or her current school is linked.*

In order for an Edgewood Elementary School grade 7 student to attend the same school as their sibling at Duchess Park Secondary School the family would need to follow Policy 5119, Administrative Procedure 4: Transfers, 4.3 through to 4.10.

The transfer process lacks certainty and is both time sensitive and complex. Beginning with Regulation 4.3 they “...**must first register in the school serving their catchment area and then apply for a transfer through the school district’s transfer process.**” Regulation 4.7 states, “...at the conclusion of the transfer process parents /guardians will be notified as to the status of their request by March 30. Those not accommodated will be placed on a wait list in the category and date/time order submitted, for consideration in September when actual enrolments are known....” Regulation 4.9 states, “**If space is available in a school or program**, students whose transfer applications received by the date established will be accepted in priority order established in Regulation 2.”

Regulation 2.2.2
Grades 1-12

- a) *A sibling of a school district child who, in the previous year, attended the school in question and who will be attending the school in the following year.*
- b) *A school district child.*
- c) *A non-school district child.*
- d) *If there are more students in a priority category than can be accommodated in any program, priority will be established based on the date and time of registration.*

Recognizing that Duchess Park Secondary School is currently over capacity, this transfer process which is both time sensitive and complex, further compromises families and their ability to have their children attend the same school.

For grade 7 students attending Edgewood Elementary School who at the time of transition have siblings in the grades 8 – 12 regular program at Duchess Park Secondary School, the proposed transition recommendation allows for siblings to attend the same school and provides a student and their family with the certainty of a smooth transition from grade 7 to 8.

SW/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 18, 2018

MEMORANDUM

TO: Board of Education

FROM: Sharel Warrington, Trustee, and Chair
Management and Finance Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2019**

RECOMMENDATION

That the report of the Management and Finance Committee
Meeting held on November 18, 2019 be received.

* * * * *

REPORT:

- 1) The Management and Finance Committee met on November 18, 2019.
- 2) The Management and Finance Committee meeting's agenda items were:
 - a) **Minutes of Previous Meeting** – The minutes of the previous meeting were approved as presented.
 - b) **Staffing Update** – The Director of Human Resources provided a staffing update to the Committee.
 - c) **Funding Model Working Group Reports** – The Committee reviewed and discussed the Financial Management Working Group and the Inclusive Education Working Group Reports submitted to the Ministry of Education.

The committee will review the recommendations of the Adult and Continuing Education Working Group and the Online Learning Working Group at the January 20th Committee meeting.

- d) **2020-2021 Budget Consultation** – The committee reviewed the Terms of Reference and suggested agenda and meeting dates for the 2020-2021 Expanded Committee of the Whole – Budget. This item appears on this evening's agenda for consideration of the Board's approval.
 - e) **Analysis of Trustee Travel Expenses** – A report on Trustee Travel Expenses to June 30, 2019 was reviewed.
- 3) The next Management and Finance Committee meeting is scheduled to be held on January 20, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 18, 2019

MEMORANDUM

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: **BUDGET CONSULTATION EXPANDED COMMITTEE OF THE
WHOLE TERMS OF REFERENCE**

RECOMMENDATION

THAT the Terms of Reference of the Budget Consultation Expanded Committee of the Whole, and suggested meeting timelines and proposed agendas, be confirmed for the 2020-2021 Annual Budget process.

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* * * * *

BACKGROUND

1. The Terms of Reference for the Budget Consultation Expanded Committee of the Whole were revised by the Board of Education at its meeting held November 28, 2017.
2. The Management and Finance Committee reviewed and discussed the Terms of Reference at its meeting held November 18, 2019.

The committee revised the membership to include a representative each of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw Nation. The number of Senior Administration representatives has been revised to include all Director positions.
3. The Management and Finance Committee also reviewed the proposed dates and agendas for three Expanded Committee of the Whole meetings to be held related to the 2020-2021 Budget Consultation.

CO/dln

School District No. 57 (Prince George)

EXPANDED COMMITTEE OF THE WHOLE – BUDGET

TERMS OF REFERENCE

Purpose

To provide input to the Board of Education on establishing its annual operating budget, and to provide an opportunity for open communication and an understanding of the annual operating budget.

The Expanded Committee of the Whole will consider the 2016-2021 Strategic Plan goals of Learning, Engagement, Opportunity, and Sustainability in its discussions.

Scope

1. To receive information on revenue of the school district including operating, special purpose and capital funds.
2. To receive information on expenditures of the school district including operating, special purpose and capital funds.
3. To receive information on the internally restricted operating fund surplus of the school district.
4. To receive information on the school district's operating fund school organization process and department budget process and the related compilation of a draft annual operating budget based on these processes.
5. To provide input on operational challenges and efficiencies to be considered in the development of the annual operating budget.
6. In the event that operating revenues exceed operating expenditures after compilation of a draft annual operating budget, the committee will provide input to the Board of Education as to options to be considered for additional expenditures in support of student learning.
7. In the event that operating expenditures exceed operating revenues after the compilation of a draft annual operating budget, the committee will provide input to the Board of Education as to options to be considered for additional revenue or reduced/decreased expenditures.
8. To consider options and provide advice to the Board of Education on the appropriation of surplus to support student learning and increase staff capacity in the adoption of the annual operating budget bylaw by the Board of Education.

Membership

Trustees (7)
Aboriginal Education Committee (2)
CUPE 3742 (2)
CUPE 4991 (2)
District Parent Advisory Council (2)
District Student Advisory Council (2)
Exempt Staff (2)
Lheidli T'enneh First Nation (1)
McLeod Lake Indian Band (1)
Prince George District Teachers' Association (2)
Prince George Principals and Vice Principals Association (2)
Senior Administration (7) (9)
Simpco First Nation (1)

Chair

Chairperson, Management and Finance Committee

Staff Responsible

Secretary Treasurer
Director of Finance
Executive Assistant

Reporting

The Expanded Committee of the Whole – Budget will rise and report to the Board of Education at the regular public meeting following the last meeting of the committee. In addition, the disposition of matters reported on through the rise and report process will be identified during the presentation in support of the second reading of the annual operating budget bylaw.

Meetings

Two or three meetings will be held from January to June. The actual meeting dates and agenda will be determined by the committee chair within the parameters of funding announcements and internal operational deadlines.

2020-2021 Budget Consultation Expanded Committee of the Whole
Suggested Timeline and Proposed Agendas

Thursday, March 5, 2020, 3:00 to 5:00 p.m., Board Room

1. Review ECOW Terms of Reference
2. Overview of Strategic Plan goals of Learning, Engagement, Opportunity and Sustainability
 - a. specific goals,
 - b. quality indicators, and
 - c. achievement strategies related to development of 2020-2021 Annual Budget
3. Review Budget Assumptions set in accordance with Policy 1160, Regulation 8.2
4. Review changes to the Funding Formula and impact on School District No.57
5. Review expenses for 2019-2020
6. Review the allocation of expected revenues and expenses made through school organization meetings and department budget meetings

Thursday, April 2, 2020, 3:00 to 5:00 p.m., Board Room

1. Review the March 13, 2020 Ministry Funding Announcement for 2020-2021
2. Review expected revenues for 2020-2021
3. Review Accumulated Operating Surplus at June 30, 2019
4. Review recommendations for use of surplus 2020-2021
5. Present the 2020-2021 Annual Budget financial opportunity or challenge at this date
6. Roundtable discussion to Identify the 2020-2021 Annual Budget operational opportunities and challenges

Thursday, April 23, 2020, 3:00 to 5:00 p.m., Board Room

1. Update the 2020-2021 Annual Budget financial opportunity or challenge at this date
2. Review how the 2020-2021 Annual Budget supports the 2016-2021 Strategic Plan
3. Discussion of specific 2020-2021 Annual Budget opportunities or challenges identified at the previous meeting
4. Roundtable discussion to Identify additional 2020-2021 Annual Budget opportunities or challenges
5. Discussion of committee report to the Board of Education
6. Debrief of ECOW process

Tuesday, May 26, 2020 – Regular Meeting of the Board of Education

1. Board of Education to receive Report of the Budget Consultation Expanded Committee of the Whole
2. Board of Education to consider first, second, third and final readings of the 2020-2021 Annual Budget Bylaw

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 4, 2019

MEMORANDUM

TO: Board of Education

FROM: Ron Polillo, Trustee, Chair
Education Services Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2019**

RECOMMENDATION

That the report of the Education Service Committee meeting held on November 4, 2019 be received.

* * * * *

REPORT:

1. The Education Services Committee met on November 4, 2019. The meeting's agenda included the following topics:
 - a. **Minutes of Previous Meetings** – The minutes of the September 9 and October 7, 2019 meetings were approved as presented.
 - b. **Enrolment Update** - The Secretary Treasurer reviewed the 2019-2020 Enrolment Summary for all schools including a comparison to the 2018-2019 enrolment numbers. The committee is presenting a recommendation related to this item at this evening's meeting.
 - c. **Energy and Sustainable Conservation Update – January to October 2019** - Mr. Bepple provided the Energy and Sustainable Conservation update for the period from January 1 to October 31, 2019. The report included an overview and/or update on the following:
 - Infrastructure Projects
 - Natural Gas Pricing
 - Carbon Neutral Action Report
 - Kelly Road Secondary – New Building Construction Program – BC Hydro
 - Fortis BC – Natural Gas Boiler Rebates
 - BPS Fleet Working Group – Policy Development

Mr. Bepple advised that the school district's Carbon Neutral Action Report (CNAR) is available to view on the school district's website:

<https://www.sd57.bc.ca/Programs/DistrictDepts/Maintenance/Documents>

- d. **Kelly Road Secondary School Capital Project** – Nino Maletta, General Manager, Capital Projects provided a verbal update on the Kelly Road Secondary Replacement School Capital Project and responded to questions from the committee.
 - e. **Catchment and Capacity Review**– This item appears on this evening's agenda.
 - f. **Traffic Congestion Concerns at Schools** – The committee reviewed and discussed traffic congestion concerns that have been identified at some of the elementary schools. A working group will be formed to work on educating school staff and parents.
 - g. **Purchase Orders over \$25,000 to June 30, 2019** - The Committee received the report of Purchase Orders in excess of \$25,000 for the period from July 1 to September 30, 2019.
2. The next Education Services Committee meeting is scheduled for January 13, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 4, 2019

MEMORANDUM

TO: Board of Education

FROM: Education Services Committee

SUBJECT: **2019-2020 STUDENT ENROLMENT NUMBERS**

RECOMMENDATION

That the Board of Education approves the publication of the 2019-2020 student enrolment numbers by school on the school district's website.

* * * * *

BACKGROUND

1. At the Education Services Committee meeting held on November 4, 2019 the committee received the 2019-2020 student enrolment numbers for all schools. The committee has requested that the 2019-2020 student enrolment numbers be shared publically.

CO/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 4, 2019

MEMORANDUM

TO: Board of Education

FROM: Education Services Committee

SUBJECT: **TERMS OF REFERENCE - CATCHMENT AND CAPACITY
REVIEW STAKEHOLDER ADVISORY COMMITTEE**

RECOMMENDATION

That the revised Terms of Reference for the Expanded Committee of the Whole Catchment and Capacity Review Stakeholder Advisory Committee be approved as presented.

* * * * *

RATIONALE:

1. At the regular public meeting held on June 20, 2017 the Board of Education approved the creation of a Catchment and Capacity Review Stakeholder Advisory Committee to meet annually and report to the Education Services Committee.
2. At the November 4, 2019 meeting of the Education Services Committee, the committee reviewed the structure and terms of reference of the advisory committee.

The committee recommends that the Catchment and Capacity Review Stakeholder Advisory Committee be restructured to an Expanded Committee of the Whole with recommendations brought forward to the Board of Education.

The Education Services Committee also recommends the inclusion of a representative from the Aboriginal Education Committee in the advisory committee's membership.

/dlh

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

EXPANDED COMMITTEE OF THE WHOLE
CATCHMENT AND CAPACITY REVIEW STAKEHOLDER ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

To provide input to the Board of Education ~~Education Services Committee~~ on the following sections of Bylaw 1 related to the Education Services Committee:

- 3.4.1 Facilities, planning and utilization
- 3.4.3 Enrolment
- 3.4.4 School boundaries

The Catchment and Capacity Review Stakeholder Advisory Committee will consider the 2016-2021 Strategic Plan goal of Engagement in its discussions. In particular, the specific Engagement goals:

- All parents and guardians of School District No. 57 (Prince George) students will be active partners in educational planning and processes for students
- Meaningful stakeholder involvement characterizes the regular practice of School District No. 57 (Prince George).

The Sustainability goal of a school system “that maintains the ... physical resources necessary to achieve our students’ learning needs” will also guide the committee’s discussions.

Scope

1. To receive information on the school district’s enrolment for the current school year related to the operating capacity of each school.
2. To receive information on projected enrolments, by school, for the next five school years
3. To identify trends, challenges and emergent issues based on the current and projected enrolments and school capacities.
4. To make recommendations to the Board of Education ~~Education Services Committee~~ on options for addressing the identified trends challenges, and emergent issues.

Membership

Trustees ~~(1)~~ (7)

Aboriginal Education Committee (1)

Assistant Superintendents (2)

CUPE 3742 (1)

CUPE 4991 (1)

District Parent Advisory Council (1)

District Student Advisory Council (1)

Energy and Sustainable Conservation Coordinator

General Manager, Capital Projects

Prince George District Teachers' Association (1)

Prince George Principals and Vice Principals Association (1)

Secretary Treasurer

Chair

Secretary Treasurer

Reporting

The Catchment and Capacity Review Stakeholder Advisory Committee will report to the Board of Education ~~Education Services Committee~~ no later than March 31 of each year with the expectation that any recommendations of the Committee be effective no earlier than the school year commencing seventeen months later.

Meetings

The Catchment and Capacity Review Stakeholder Advisory Committee will meet once annually between November 15 and January 15. The actual meeting date will be determined when enrolment for the current school year has been finalized by the Ministry of Education.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 19, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Derrick, Chair
Education Programs and Planning Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2019**

RECOMMENDATION

That the report of the Education Programs and Planning Committee meeting held on November 19, 2019 be received.

* * * * *

REPORT:

1. The Education Program and Planning Committee met on November 19, 2019.
2. The meeting's agenda items were:
 - a. **Minutes of the Previous Meeting** - The minutes of the previous meeting were approved as presented.
 - b. **Students with Concussions in Schools** – Ms. Heitman, Assistant Superintendent provided a PowerPoint presentation on Students with Concussions in Schools. Ms. Heitman reported that parents, coaches, athletes, school staff and health professionals need to be aware of the Canadian guideline and concussion protocols for returning to school and sports. She noted that the Concussion Awareness Training Tool for School Professionals, developed in partnership with the B.C. Ministry of Health, Ministry of Education and the G F Strong Rehabilitation Centre provides educators and school administrators with resources to support a concussed student in their integration back to school.
 - c. **Student Support Services Update** – Ms. Horswell, District Principal Student Support Services delivered a PowerPoint presentation which included an overview of the past year. Ms. Horswell spoke of the implementation of the Student Support Services Mental Health Clinic and its statistics for the months of September and October 2019. The Clinic uses the approach of intervention through clinical service to address the ever growing mental health concerns in our schools.

Ms. Horswell also provided an overview of the District Mental Health Literacy that focuses on grade 6 and 9 students. She stated Student Support Services will continue to provide schools, teachers and students with interventions at every level, building capacity and providing ongoing mentoring and support to all.

- d. **Information Technology, Skills, Trades and Careers Update** – Mr. Molcak, District Principal Information Technology, Skills, Trades and Careers provided a PowerPoint presentation on the various programs under the Careers Program. The presentation included updates on Elementary and Secondary Trades, and Community Career Awareness Programs. Further information regarding the Skills, Trades and Careers Programs can be found on the school district's website.

Mr. Molcak provided an update on the school districts' technology and goals to support all aspects of student learning.

- e. **Yearly Plan** – The Committee reviewed and updated the yearly plan.
- 3. The next Education Programs and Planning Committee meeting will be held on January 21, 2020.

/jc

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **BRITISH COLUMBIA SCHOOL TRUSTEES' ASSOCIATION**

As I was attending "Balhats", and was unable to make it to the BCSTA Trustee Academy on November 28th to November 30th in Vancouver.

I am looking forward to our Provincial Council meeting in February in Vancouver.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Valimohamed, Trustee Liaison

SUBJECT: **TRUSTEE REPORT – DISTRICT PARENT ADVISORY COUNCIL
NOVEMBER 2019**

REPORT:

On Monday, November 4th, I attended the District Parent Advisory Council along with Superintendent Rod Allen and Assistant Superintendent Cindy Heitman.

We discussed and responded to questions regarding the following items:

- Insurance
 - o *Update and Clarification*
 - o *Refunds*
- Teachers In Charge
 - o *Protocol*
- Reporting of Inappropriate Behaviour
 - o *Policies and Procedures*
- Vaping
 - o *Discussed provincial concerns and current school district policy*
 - o *For further discussion at future DPAC meeting*
- Email Address for PAC Chairs
 - o *Several emails set-up, others in progress*
- Catchment and Capacity Committee
 - o *Request to be a stand-alone committee*
 - o *Possible Education Programs and Planning Committee Agenda Item*
- School Bus Conduct
 - o *Information coming to Education Programs and Planning Committee*
 - o *For further discussion at future DPAC meeting*
- Prevalence Funding Model
 - o *Discussion on Model, waiting for Ministry of Education mandate*

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **DISTRICT STUDENT ADVISORY COUNCIL**

The District Student Advisory Council met on Monday, November 4, 2019.

November's meeting was a busy and productive 90 minutes! The sessions are now being directed by student leaders and last month's gathering began with a fun icebreaker. The second agenda item was to conduct a survey of students to see what was important to them. The three priorities that emerged were climate change, school spirit and bullying in and out of schools.

The group decided on 3 community based campaign weeks that center on kindness to self, kindness to others and kindness to the planet. They have timeline for the projects and have set up committees to organize and execute them in 2020.

In addition, there is a plan for a group of students to do "vaping presentations" in a few elementary and secondary schools in the New Year! The research is underway and we will get an update at our next meeting. This is another great project that will feature their voice to an important issue in our district!

Over the next few months, the students from grades 7-12 will be working hard on these campaigns and projects!

The next DSAC meeting is this Monday, December 2nd at 11am at the board office.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Bennett

SUBJECT: **TRUSTEE REPORT – NOVEMBER 2019**

I want to thank the Board of Education for the opportunity to serve as Chair for another year. I cannot believe that it has already been a month since the Inaugural.

I want to start the report by saying a big thank you to Rod Allen for the work he has done for the School District during his time as Superintendent. He has moved the district forward in so many ways during the short period of time he was here in SD57.

A few highlights over the past month:

November 1st

I joined Trustees Warrington, Bekkering and Derrick along with members of our Senior Team out at Lheidli T'enneh town site for the grand opening of two new homes. Congratulations to Elders, Chief and Council and community members on the opening of the first of a series of new homes.

November 6th

I had the opportunity to tour Foundry and learned about the important work they are doing to support youth in Prince George. I believe it would be a great presentation for a future Education Programs and Planning Committee meeting. I also joined the Superintendent, Secretary Treasurer and Assistant Superintendents at a Community Stakeholders luncheon at the College of New Caledonia. This luncheon was an opportunity for us to meet Dr. Dennis Johnson, the new President of the College of New Caledonia.

The Board held its Inaugural meeting and had the opportunity to welcome Anita Richardson, newly appointed Superintendent of Schools, back home. She joined us for the meeting and spent time in the School District meeting with district leadership.

November 8th

I had the opportunity to be a guest on "After Nine" on CFIS. We were able to have a great discussion about everything happening in SD57 and talk about the changes to school boards across Canada.

November 13th

Joined the Board and Senior Administration at the College Heights Family of Schools Meeting at Beverley Elementary School. It was a great meeting to hear about the work happening throughout the family.

November 14th – November 15th

Were busy media days. Thank you again to all the media for not only your coverage of SD57 but also for your professionalism and respectful manner in which you conduct your business.

November 28th – December 1st

Attending the BCSTA Academy in Vancouver along with BCSTA Board Meetings. There will be more of a verbal discussion and an update from Trustee Polillo at the regular public meeting.

I also want to take an opportunity to say congratulations to Lheidli T'enneh First Nation on a successful Balhats. I am disappointed that I was not able to attend. Thank you to members of the Board and Senior Administration who were able to attend on behalf of School District No. 57 (Prince George).

Nothing but the best of Holiday wishes to everyone. I hope everyone has a safe, relaxing and enjoyable break and looking forward to working together in support of our students in 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **TRUSTEE REPORT – NOVEMBER 2019**

I attended the D.P. Todd Fall Band concert on Monday November 4th. Bravo to all the students who performed for a packed gym of parents and community!

I want to thank my fellow trustees for re-electing me as the provincial representative for the British Columbia School Trustee Association at our Inaugural meeting on November 6th. I'm looking forward to another year representing SD 57 provincially and working with this diverse and dynamic board.

I was an enthusiastic fan and parent watching all the great volleyball action at the Jr "A" Girls Zone championship at College Heights Secondary School! Big thanks to the coaches, teachers, officials and parents for a good season!

Along with my fellow trustees, I was a part of the College Heights Family of Schools meeting on Wednesday November 13th. There are so many positive stories and great work happening in our schools every day and I'm especially proud to be the Trustee Liaison of this family of schools!

I took part in the Management and Finance Committee meeting on Monday November 18th at the Board office.

I had a fun evening watching my daughter Sophia and the rest of the grade 12's at the Duchess Park Secondary Grad fashion show on Thursday November 21st. A big shout to the students, staff and parents who put on an entertaining and engaging show!

Along with Trustees Bekkering, Derrick and senior staff, I attended the "Balhats" at the House of Ancestors on Friday November 29th. What a unique and amazing experience for all of us!

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 3, 2019

MEMORANDUM

TO: Board of Education

FROM: Trustee Valimohamed

SUBJECT: **TRUSTEE REPORT – NOVEMBER 2019**

November 4th

Making Sense of Anxiety in Youth and Children with Dr. Gordon Neufeld.

A very interesting course, the anatomy and working model of the human alarm system. One line that stuck with me "anxiety is eyes without an alarm". Thank you to Kairyn Russell-Janecke and all the educators for attending. I am looking forward to the next session, which is on December 4th.

November 8th

Attended the Remembrance Day Ceremony at both Mackenzie Secondary School and Morfee Elementary School. It is always a pleasure watching the students engaged in a thoughtful way.

November 18th

Invited to the District of Mackenzie, Committee of the Whole meeting. The District of Mackenzie wanted to convey their thanks for the hard work of the School District and a special thank you to Trustee Bennett.

November 28th - 30th

Attended BCSTA Academy with my fellow Trustees Bennett, Thompson and Warrington, always a learning experience for me.



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

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November 14, 2019

Tracey J. Michell
Carrier Sekani Family Services
1145 – 2nd Avenue,
Prince George, BC
V2L 3B1

Dear Ms. Michell,

Re: First Nations Child and Youth Advocacy Centre

As a member of the First Nations Child and Youth Advocacy Committee, the Board of Education will continue to support the development of a First Nations Child and Youth Advocacy Centre in Northern British Columbia.

We look forward to working collaboratively in a positive and respectful manner with the Carrier Sekani Family Services as this project continues to move forward.

Sincerely,

Tim Bennett,
Chair, Board of Education

/dlh